CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: LEGAL SECRETARY I
Salary Range: AF 22
Position Description: LEGAL SECRETARY
Incumbent:
Location: City Attorney's Office
Location. City According 5 Office

GENERAL PURPOSE:

Under the direction of the City Attorney or designee, perform a wide variety of paralegal and complex secretarial support duties for the criminal division of the City Attorney's Office.

Work is characterized by complex and specialized secretarial duties such as organizing office activities; coordinating communication with other functions, outside agencies, and the general public; preparing, processing and maintaining legal documents, forms, correspondence, and related files and records; and performing paralegal duties.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide a variety of clerical, technical, secretarial support and paralegal duties to the City attorney and Prosecuting Attorneys.

Serve as a liaison between Prosecutors and the public, police, courts, defense counsel and other City departments and employees; reply to citizens by providing answers to questions and information regarding legal and court procedures; resolve complaints and make referrals as necessary.

Organize and coordinate office activities to assure efficient work flow; determine time constraints and maintain deadlines; deliver material to Court as needed.

Maintain accurate and complete filing system.

Provide secretarial support to Prosecution Staff and answer telephones as needed.

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Provide work direction to other temporary, part-time clerical support staff as needed.

Transcribe dictation, proofread legal documents and correspondence to ensure correct grammar, spelling, punctuation, sentence structure, legal terminology and format.

Prepare jury instructions, subpoenas, and handle routine discovery requests.

Prepare legal documents, e.g. complaints, briefs, motions, affidavits, declarations, proof of service, etc., independently or from notes or oral directions; independently compose and transcribe correspondence and memoranda; and prepare legal documents for court proceedings as required.

Arrange for filing and service of legal documents.

Prepare and maintain accurate and complete case files, and perform limited research as needed.

Become familiar with, follow and actively support the City's mission, vision, values and behavior statements.

PERIPHERAL DUTIES:

Fill in for and assist other office personnel as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Legal terminology, documents and procedures
- Prosecutorial, police, and court activities, functions, policies and procedures
- Applicable laws, codes, regulations, policies and procedures
- Modern office practices, procedures and equipment
- Record and book-keeping techniques and basic accounting principles
- City organization, operations, policies and objectives
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Principles and practices of training and providing work direction
- Basic research methods
- Operation of typical modern office equipment including a personal computer and related software, e.g. Windows 95 and Word 97

SKILLED IN:

- Oral and written communications
- Using telephone techniques and etiquette
- Transcribing dictation accurately at an acceptable rate of speed

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- Typing at an acceptable rate of speed
- Adding, subtracting, multiplying and dividing quickly and accurately
- Compiling and organizing complex material and summarize in report-form
- Composing, independently or from notes or oral instructions, letters, memos, bulletins or other material
- Maintaining a variety of complex, interrelated filing systems

ABILITY TO:

- Read, interpret and follow rules, regulations, policies and procedures
- Provide secretarial and administrative support to an administrator or special group
- Train and provide work direction to office clerical and secretarial support as assigned
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Effectively use interpersonal skills to demonstrate tact, patience and courtesy at all times
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and time lines
- Respond to diverse assortment of inquiries
- Work independently with little direction
- Maintain records and prepare reports
- Work confidentially with discretion
- Operate a variety of office machines and equipment

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma or equivalent supplemented by either two (2) years of college

level course work or the completion of a formal paralegal or legal secretary

education/training program; and

Experience: Two (2) years of increasingly responsible secretarial experience in a legal office

environment.

Or: In place of the above requirement, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed

above.

LICENSES OR OTHER REQUIREMENTS:

Notary license preferred

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including word processing software, printers, telephone, fax machine, copy machine, calculator, projector and typewriter.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment, subject to multiple interruptions by telephones and interoffice activities. Incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

SIGNATURE	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Date	: Director's Signature	Date	Employee Services Director,	/Designee	
**NOTE:	performance apprais	This document is to be reviewed and updated annually at the time of the employee's performance appraisal, when this position becomes vacant, or if the duties of this position are changed significantly.			

Revised: 05/06